

TRAVEL INFORMATION SHEET

TRAVEL AUTHORIZATION – (Travel Order)

[Ms. Debra Dabney](#) prepares travel authorizations for members of the NAMHC prior to any Council-related trip. The Travel Authorization details a traveler's flight or rail itinerary and *estimates* other travel expenses that are to be prepaid for the traveler or reimbursed to the traveler via federal funds. An approved Travel Authorization must be issued to all persons traveling on official business for the Government. Ms. Dabney will forward travel authorizations to Council members by e-mail, fax, or express mail prior to trip departure.

TRAVEL VOUCHER – (Expense Report)

Ms. Dabney prepares an itemized expense report for NAMHC members upon traveler's submission of associated trip receipts. Council members should submit taxi receipts, parking receipts, and the hotel billing statement to Ms. Dabney at the address listed below. **MEAL RECEIPTS ARE NOT REQUIRED (Government travelers are paid a per diem allowance for meals and incidental expenses).** The per diem is calculated for inclusion in the traveler's expense reimbursement. Expense reimbursements are paid via direct deposit. Reimbursable expense items include: hotel lodging rate and taxes, business center expenses (fax, internet connectivity, photocopying); ground transportation expenses (taxi or sedan service, public transportation fares, personal vehicle gas mileage).

LODGING

For the winter, spring, and fall Council meetings, Ms. Dabney will make a 2-night hotel reservation for members of the NIMH Advisory Council using a credit card provided by each Council member. Council members are to pay for lodging upon hotel departure and submit the hotel billing statement to Ms. Dabney for reimbursement. Reimbursed lodging expenses are restricted to the nightly room rate and associated taxes, telephone calls of up to \$5 per day, and business center charges (i.e., telefax services, internet connectivity, etc.).

AIRLINE AND RAIL TRANSPORTATION

NIH travel regulations require Council members to utilize the services of its travel contractor, OMEGA World Travel. For travel to Council meetings, members are to contact the special services personnel of OMEGA at 301/984-8985 to book travel reservations. The OMEGA agents assigned to Council are Lydia Pringle (lpringle@owt.net), and Apollo Boube (iboube@owt.net). NIH will prepay **COACH CLASS** airline and railway tickets issued through OMEGA. Travelers may upgrade a ticket using frequent flyer points when the trip Travel Order has been approved and submitted to OMEGA for ticket release.

GROUND TRANSPORTATION

NIH travel regulations require the use of a taxi, public transportation, or personal vehicle for ground transportation. Taxi and parking receipts should be submitted to Ms. Dabney for expense reimbursement. If no taxi receipt is provided, the maximum reimbursement for claimed taxi transportation is \$25.

- Personal Vehicle – The mileage reimbursement rate is 37.5 cents per mile.
- Auto Rental – Justification is required for auto rental. Travelers must obtain NIH approval of an auto rental **prior** to traveling or the claimed expense will not be acknowledged.

PER DIEM ALLOWANCE

A fixed allotment for meals and incidental expenses is calculated for inclusion in the traveler's expense reimbursement. The per diem rate is determined by the traveler's destination and is computed at a partial rate on the traveler's arrival and departure days of a trip, and at a full rate for each meeting day between.

MAIL RECEIPTS TO:

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